

# DISCOVERY CORNER PRESCHOOL



*Discovery Corner*

Preschool

COVID-19 POLICES AND PROCEDURES

2020-2021

Updated by AHS on Aug 31, 2020

## Welcome to DISCOVER CORNER PRESCHOOL

Due to the COVID-19 Pandemic going on this year, we have developed this handbook containing our most recent policies, procedures and expectations which we believe will be beneficial to you as parents.

Please read this handbook carefully, and feel free to discuss with us any questions that you may have. We will be happy to help you.

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Should our policies and procedures change, we will provide you with reasonable notice of modifications that will impact you and your child. Remember, this school year is a learning process for everyone and will be updating you as the provincial health guidelines change and evolve.

## DCP COVID-19 Policies and Procedures.

In response to growing concerns of COVID-19, DCP has implemented measures in compliance with provincial recommendations to reduce risk for our employees, families and children.

Some preventive measures will include the following:

- ✦ Employees, parents and children are asked to stay at home if they show any signs of illness.
- ✦ Employees and parents must wear a mask when keeping a 2 m distance is not possible to maintain.
- ✦ Parents will be asked to answer a screening questionnaire every morning before coming to the center. The screening questionnaire will be sent by email.
- ✦ DCP will be checking children's temperature before entering the center.
- ✦ Children and staff are asked to cover their nose and mouth when coughing or sneezing
- ✦ Children and staff are asked to wash their hands with soap and water frequently. Use of alcohol-based sanitizer regularly. Alcohol based sanitizer will be available at the entrance and around the rooms.
- ✦ Parents are not allowed inside the center unless is absolutely necessary.
- ✦ When waiting outside, parents are asked to maintain a 2 m of distance from other parents.
- ✦ If a child is sent home due to presenting symptoms related to COVID-19, the child should be tested for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to the program.
- ✦ Any employee, parent or child returning from travel outside of Canada will be required to quarantine for a period of 14 days prior to returning to the center.
- ✦ Tuition is calculated on an annual basis; therefore, tuition will not be discounted for any center closure, scheduled or unscheduled; parents quarantining, or children missing school due to COVID-19.

We apologize for any inconvenience and we thank everyone for your understanding and cooperation during this time.

### Staff Screening

Before every shift, a staff member must assess themselves for symptoms of COVID-19 (Fill out the screening questionnaire and check temperature)

Staff must wear a mask when 2 m of distance is not possible to maintain.

### Entering and exiting the center

2.5's, 3's and kinders, use the front door.

Outdoor shoes and jackets will be kept upstairs

4's use the back door.

Outdoor shoes will be kept outside. Indoor shoes will be next to the door. Jackets will be placed in a coat rack upstairs.

Alcohol-based hand rub (with at least 60% alcohol) will be placed in all entrances to the program area for use by staff, parents doing pick-ups/drop-offs, and any visitors to the centre.

## Drop off time

### Drop off at 9:00 am

Parents wait in the car or in line by the door, respecting 2 m of distance. Parents must wear a mask to come in.

Door will remain closed. Staff will ask parents if they answered the screening questionnaire before coming to school. Parents are not allowed to come in or downstairs. Parent must wear a mask.

If parent didn't answer the screening questionnaire, they will be asked by staff to do it in order for the child to enter the program. Without the health check done, children cannot stay at school.

A teacher will take the child's temperature. If everything is ok; teacher will take the child downstairs.

If you need to talk to the teacher, please make it concise and quick. If needed, the teacher will call you by phone to clarify any concerns.

Please, make sure to be on time, program will close its doors by 9:15 am. Doors are going to remain closed until noon for pick up. **NO EXCEPTIONS.**

### Drop off at different time than 9:00 am

Parents call their respective teacher by phone or text. Teacher comes upstairs to get the child.

Staff will ask parent if they answered the screening questionnaire before coming to school. If so, teacher will check child's temperature and if everything is alright, teacher will bring the child downstairs.

If you need to talk to the teacher, please make it concise and quick. If needed, the teacher will call you by phone to clarify any concerns.

2.5's, 3's and kinders call or text (403) 891 91 01

4's call or text (403) 472 14 77

## Pick up time

Parents stay in the car or by the door respecting 2 m of distance.

Only one parent can pick up the child. The door will remain closed.

Teacher will bring the child to the door and give the child to their parent. Parents are not allowed to enter the school.

If you need to talk to the teacher, please make it concise and quick. If needed the teacher will call you by phone to clarify any concerns.

### Pick up at different time than 3:00 pm

Parents call their respective teacher by phone or text to let them know they are by the door. Teacher will bring the child upstairs to deliver the child to the parent.

Parents are not allowed to come in.

If you need to talk to the teacher, please make it concise and quick. If needed the teacher will call you by phone to clarify any concerns.

2.5's, 3's and kinders call or text (403) 891 91 01

4's call or text (403) 472 14 77

### **Pick up times while children are playing outside**

If children are in the play area (back of the center), parents must keep 2 m of distance while waiting for their child.

If they are in the front area; Children will be lined up and ready for you. Please, keep 2 m distance of other parents and children. Children will be called when parents arrive.

If you need to talk to the teacher, please make it concise and quick. If needed, the teacher will call you by phone to clarify any concerns.

### **Other general rules for entering the center.**

There are not allowed non-essential visitors and volunteers at the program, furthermore special guests and fieldtrips are postponed until further notice.

Parents or guardians are not able to enter the program unless is absolutely necessary. If so, parents should minimize the time spent at the center and stay two metres away from staff and other children at all times. Parent must wear a mask while in the center.

Directors and teachers will use telephone or video conferencing to communicate with parents.

Parents picking up children from more than one cohort at the centre should pick up one child at the time. Example, if a parent is picking up a child in the 3 year old program will use the front door, if also needs to pick up a child in 4 year old program, the parent will need to use the back door.

### **Cohorts**

Our program will operate in cohorts of 30 people. This includes both staff and children.

A cohort is defined as a group of children and staff members assigned to them who stay together throughout the day

Cohorts cannot mix with other cohorts or be within in the same room/space at the same time

Cohort 1: 2.5's, 3's, together in room 1

This cohort will use the washrooms located in the same room. They also, will use the front stairs to go outside to play in the play area.

2.5's will use their classroom and room 1 as per needs of the children.

Cohort 2: Kinders use room 1

This cohort will use the washrooms located in the same room. They also, will use the front stairs to go outside to play in their designated front area.

### Cohort 3: 4's use room 2

They will use the washroom upstairs and stay in the same room for lunch, and snacks.

They will use the back stairs to go outside to the play area.

Designated room staff are assigned a cohort and must stay with that cohort and not interact with staff or children from any other cohort.

Any person (director, float staff, etc.) who will enter the space of more than 1 cohort must wear a mask any time they are in the presence of other staff/children and they must wash their hands (or use alcohol-based hand rub) when entering or exiting each room.

Where possible to do so and maintain ratio requirements, DCP will avoid having substitute or "float" staff that work with multiple cohorts.

### Out of school care (Updated by AHS on Aug 31, 2020)

OSC will use the toddler room. They will remain in their designated area. When possible OSC stays outside playing in the front area.

Parents are asked to fill out the health check every day before coming to school.

Program staff will also take the child's temperature as an additional measure to ensure the child is symptom-free before entering.

Children in grades 4 and higher who must use school common areas to access or exit an Out of school care program must wear a non-medical mask while in these spaces before entering the program's space. The child may remove their non-medical mask after being assessed for symptoms and permitted to enter the program.

Store reusable non-medical masks in a clean, breathable bag or container if it will be worn it again. Consider using a bag that can be washed.

Non-medical masks and storage containers/bags should be labeled with the child's name and kept with the child's personal belongings (i.e. coat hook, cubbie or locker)

### Play area

DCP staff will make sure to clean up and disinfect the play area before and after using it.

Each cohort will have designated equipment (e.g., balls, loose equipment) or clean and disinfect equipment between cohort uses.

Play area will be used for 2.5 and 3's programs.

The front area will be used for 4's and kinders.

### Hand hygiene and respiratory etiquette.

Program will adhere to handwashing guidelines outlined in the AHS Health and Safety Child Care Guidelines. While alcohol-based hand sanitizer is not typically recommended for routine use in childcare, it has been proven effective for hand hygiene when soap and water is not readily available.

Staff and children will be frequently reminded to follow proper hand hygiene and respiratory etiquette:

## washing hands:

- before leaving home and on arrival at school
- after using the toilet
- after breaks and sporting activities
- before eating any food, including snacks
- after contact with saliva or nasal secretions
- after diapering a child
- before using shared materials such as arts and craft supplies
- before leaving school and on arrival at home.

## Respiratory etiquette:

- sneezing/coughing into their elbow
- put used tissues in a waste receptacle and wash hands immediately after using tissues.
- Post signs with visual cues around the program area to remind staff and children to perform proper hand hygiene and respiratory etiquette

## Cleaning and disinfecting items

Program will engage in frequent, thorough cleaning and disinfecting each day.

- With the exception of diaper change tables, clean and disinfect frequently touched objects and surfaces as per AHS' Guidelines for Environmental Cleaning of Public Facilities during Respiratory Illnesses in the Community  
<https://www.albertahealthservices.ca/assets/info/ppih/if-ppih- covid-19- environmental-cleaning-public-facilities.pdf>.
- Cleaning and disinfection of diapering areas must continue to be done as per usual protocols.
- Cleaning and disinfecting of toys will be done daily
- Discontinue shared use of items that cannot be cleaned and disinfected (natural materials such as acorns, sticks, cardboard etc.)
- Ensure mouthed toys are immediately put into a designated bucket to be cleaned and disinfected.
- Soft toys (plush toys and blankets) should not be shared at this time.
- Children bringing in non-essential personal items will be discouraged.

## Safe practice onsite

Teachers will make sure to modify their activities, and time spend outside to increase opportunities to physical distancing.

Where possible teachers will:

- Avoid close greetings like hugs or handshakes and encourage physically-distant greetings such as "air fives" and waves,
- Plan for physically-distant activities such as shadow tag and where possible avoid activities that require clustering around a particular item or part of the room.
- Consider staggering individual participation in activities or use of equipment to avoid clustering in any specific area.
- For naps, increase distance between sleeping mats/cots up to 2 metres if possible, and always practice head-to-toe placement.

- Close all shared sensory tables including water tables, sand tables, shared play dough.
- Individual sensory bins or activities that are not shared between children may be used (play dough labelled for individual child use, small individual water bowl with sensory activities)
- Items such as books and puzzles should not be moved between rooms and should stay within each cohort room only as they cannot be fully cleaned and disinfected between cohort uses.
- Regarding items that travel with the child from home to the school on a daily or regular basis:
  - Children bringing in non-essential personal items should be discouraged.
- Use of masks by program staff is only encouraged for prolonged close interactions with children (e.g. changing a diaper or assisting with feeding).
- If masks are worn, Alberta Health mask guidance must be followed.
- Young children are unlikely to be able to wear a mask properly and not touch it so mask wearing is not recommended.

### For meals and snacks

- ✂ Food provided by the family should be stored with the child's belongings, it will be kept in an area designated for the child's cohort and should not be handled by other cohorts' staff. Please, provide ice packs in your child's lunch kit.
- ✂ Kitchen will be closed, furthermore **microwave and water will not be available for children until further notice.**
- ✂ Teachers will cease activities involving child participation in food preparation.
- ✂ Where possible, children will practice physical distancing while eating.
- ✂ Children must be able to open their containers by themselves, we are trying to limit the touching of their snacks as much as possible.
- ✂ Do not forget to label everything in your child's backpack and lunch kit.
- ✂ If you would like your child to eat a warm lunch, please send it in a thermos.

### COVID-19 Illness Policy for children, parents or staff. (Updated by AHS on Aug 31, 2020) **Due to COVID-19 Pandemic, the following illness policy replaces temporarily the regular illness policy until further notice.**

Parents and children must not enter the childcare space if they have [COVID-19 symptoms](#).

The centre will check children's temperature daily before coming into the program.

For reference, normal temperatures are:

- Mouth: 35.5-37.5°C (95.9-99.5°F)
- Underarm: 36.5-37.5°C (97.7-99.5°F)
- Forehead: 36.6-38.0°C (97.9-100.4°F)
- Ear (not recommended in children under 2 years): 35.8-38.0°C (96.4-100.4°F)

Parent or guardian conducting drop off must fill out attached screening tool at home before coming to school (Appendix B sent by email) for each child every morning, and staff must review the screening tool with the parent to ensure the child is able to enter the centre.



If a child develops symptoms while at the center, the child should be isolated in a separate room and the parent or guardian should be notified to come and pick up the child immediately. If a separate room is not available, the child needs to be kept at least 2 metres away from other children.

Staff will wear a mask during all interactions with the child and will avoid contact with the child's respiratory secretions.

Staff will wash their hands before donning a mask and before and after removing the mask (as per Alberta Health mask guidance), and before and after touching any items used by the child.

All items, bedding, toys etc. used by the child in the 48 hours prior to the onset of their symptoms and while isolated should be cleaned and disinfected as soon as the child has been picked up. Bedding will be sent home in a sealed bag with the child. Items that cannot be cleaned and disinfected (e.g. paper, books, cardboard puzzles) will be removed from the centre and stored in a sealed container for a minimum of 72 hours.

Parents can access COVID-19 testing for their child (with or without symptoms) by filling out the AHS Online Assessment Tool and booking a test.

A child that has a cough, fever, shortness of breath, runny nose or sore throat that is not related to a pre-existing health condition or who tests positive for COVID-19 is legally required to isolate for 10 days from the start of their symptoms, or until symptoms resolve, whichever takes longer.

If a child has a fever, cough, runny nose, shortness of breath or sore throat and is not tested for COVID-19, the child must isolate for 10 days from symptom onset, or until symptoms resolve, whichever is longer. NOTE: It is always recommended that the parent seek testing for a child with symptoms of COVID-19.

If the child tested negative and has no known exposure to the virus, they must stay home until their symptoms resolve.

If the child tested negative and has had an exposure to the virus, they are legally required to quarantine for 14 days from the last exposure date.

DCP will keep records of children's known pre-existing conditions:

- ✦ If a child develops symptoms that could be caused by either COVID-19 or by a known pre-existing condition (e.g. allergies, chronic cough), the child should be tested for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to the program.
- ✦ A child that has tested negative for COVID-19 does not need to be retested unless new or different symptoms develop.
- ✦ AHS Coordinated COVID-19 Response must be contacted by the program as soon as there are two or more children/staff members showing COVID-19 symptoms for additional guidance and decision making support at a site that does not already have an outbreak of COVID-19.

**If the program is directly associated with a confirmed or probable case of COVID-19 it will adhere to requirements from Alberta Health Services. This may include temporary program closure to allow for contact tracing processes to occur.**

In case of mandated closure due to COVID-19, we will provide virtual classes for your child.

## COVID-19 INFORMATION

# COVID-19 ALBERTA HEALTH DAILY CHECKLIST

### Overview

This tool has been developed to support activity organizers, employers, businesses and facility operators in reducing the risk of transmission of COVID-19 among attendees/staff. The tool is meant to be used to assist with assessing attendees who may be symptomatic, or who may have been exposed to someone who is ill or has confirmed COVID-19.

Attendees should fill out this checklist prior to participating in the activity or program. If an individual answers **YES** to any of the questions, they **must not** be allowed to attend or participate in the activity or program. Children and youth will need a parent to assist them to complete this screening tool.

As the COVID-19 pandemic continues to evolve, this screening tool will be updated as required.

### Screening Questions

		CIRCLE ONE	
1.	Does the attendee have any new onset (or worsening) of any of the following symptoms:		
	• Fever	YES	NO
	• Cough	YES	NO
	• Shortness of Breath / Difficulty Breathing	YES	NO
	• Sore throat	YES	NO
	• Chills	YES	NO
	• Painful swallowing	YES	NO
	• Runny Nose / Nasal Congestion	YES	NO
	• Feeling unwell / Fatigued	YES	NO
	• Nausea / Vomiting / Diarrhea	YES	NO
	• Unexplained loss of appetite	YES	NO
	• Loss of sense of taste or smell	YES	NO
	• Muscle/ Joint aches	YES	NO
	• Headache	YES	NO
	• Conjunctivitis (commonly known as pink eye)	YES	NO
2.	Has the attendee travelled outside of Canada in the last 14 days?	YES	NO
3.	Has the attendee had close contact* with a confirmed case of COVID-19 in the last 14 days?	YES	NO
4.	Has the attendee had close contact with a symptomatic** close contact of a confirmed case of COVID-19 in the last 14 days?	YES	NO

\* Face-to-face contact within 2 metres. A health care worker in a occupational setting wearing the recommended personal protective equipment is not considered to be a close contact.

\*\* 'Ill/symptomatic' means someone with COVID-19 symptoms on the list above.



**Consent for COVID-19 contact tracing (Updated by AHS on Aug 31, 2020)**  
**(Please sign and return to school)**

**Child(ren)'s name(s):** \_\_\_\_\_

I/We (the undersigned) acknowledge and consent that to support public health contact tracing efforts in the event that an attendee tests positive, Discovery Corner Preschool will keep daily records of anyone entering the daycare who stays for 15 minutes or longer (e.g. staff working each day, children, etc.). Any personal information that is collected for COVID-19 contact tracing can only be used for this purpose. Discovery Corner Preschool will make reasonable security arrangements to protect all personal information.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date